

## Summertime Tips *how to leave your office in good order*



As you tidy up in preparation to go on a welcome holiday, there are two simple things that we recommend you do before you leave that will help smooth your return to work some relaxing weeks later: one, leave a voice mail message telling people you are away; and two, make arrangements for your e-mail. Here's how:

### VOICEMAIL

As you are probably aware, there is an option in Voicemail called **EXTENDED ABSENCE GREETING**. It is recommended that you use it when you are going to be away from the office, even for a day. Access the option by going to Personal Greeting, (i.e., after you've entered your password, press 4, then 3, and then 2).

Leave an appropriate message regarding your absence and, if applicable, the name of someone whom callers can contact while you're away. Remember: the message should be bilingual. When you return, don't forget to turn off the greeting by

recording another personal greeting (after your password, get to this step by pressing 4, then 3, then 1, and then 2.)

You can call forward your Extended Absence Greeting directly to your Voice Mail by using \*72, then entering the Voice Mail number. Don't forget to remove it when you return by pressing \*73. (If you don't remove call forward, your phone won't ring because all of your calls will be sent directly to your voice mail.)

### E-MAIL

There are two options you can choose to deal with your messages while you are away: Auto-Forward or Auto-Reply. You **CANNOT** use both features at the same time, so use the one that best suits your situation. For example, use Auto-Forward if your messages have to be sent to someone else for action during your absence. Use Auto-Reply if you aren't worried that no one will see your messages, but you want to make sure that people know you are away. Don't forget to remove either option

when you return, otherwise people will continue to receive your Auto-Forward or Auto-Reply message. The steps to follow to activate and deactivate Auto-Forward and Auto-Reply follow.

### ACTIVATING AUTO-FORWARD

1. From the Options menu, select Profiling then Mail. This will take you to the ICONDESK User Profiling - Mail dialogue box.
2. Click in the circle next to the Auto-Forward button to highlight it, then click on the button. The Auto-Forward box will pop-up.
3. Enter a message, if you want.
4. Click on Address, enter the name of the person who will receive your forwarded messages. Click on OK.
5. Click on OK in the Auto-Forward pop-up box.
6. Click on OK in the User Profiling box. This will ensure your changes will be entered.